



DELAINE EASTIN
State Superintendent of Public Instruction

CALIFORNIA
DEPARTMENT
OF
EDUCATION

721 Capitol Mall

P. O. Box 944272

Sacramento, CA

94244-2720

December 6, 2000

To: County Superintendents
Selected District Superintendents
Selected Charter School Principals
County Coordinators

From: William L. Padia, Director
Policy and Evaluation Division

Subject: Certification of Full-time Equivalent (FTE) Staff for the 1999-2000 API Staff Bonus Awards – DUE TO DEPARTMENT OF EDUCATION FEBRUARY 1, 2001

The purpose of this memo is to provide you with instructions and the form(s) to use to report the number of full-time equivalent (FTE) school site positions in your district or county to the California Department of Education (CDE). This information will be used for the purposes of making apportionments to schools qualifying for the Schoolsite Employees Performance Bonus (SEBP) and the Certificated Staff Performance Incentive Act (CSPIA). More information about the Governor's awards programs can be found on the attached chart.

You have received this memo because one or more schools in your district or county are eligible for the SEBP (Senate Bill 1667, Chapter 71, Statutes of 2000). We do not yet know the number of schools in your district or county, if any, that are eligible for the CSPIA (Assembly Bill 1114, Chapter 52, Statutes of 1999) because the list of schools eligible for the CSPIA is not yet finalized.

The SEBP apportionment requires us to know the number of filled certificated FTE positions and the number of all other filled FTE positions at each qualifying school site. The CSPIA only requires us to know the number of filled certificated FTE positions at each school site. The number of certificated positions reported to us by you will be used for both the SEBP and the CSPIA. We may be asking for additional information from you in the future regarding the CSPIA apportionment.

As a condition of receiving funds for either award, school districts, county offices of education, and charter schools (if they are direct funded) must certify the number of full-time equivalent positions as of the second principal apportionment (P2) of the 1999-2000 school year at each school site under their jurisdiction that are eligible for awards. Charter schools that are locally

funded must have their certifications signed by the superintendent of their chartering entity. For the 1999-2000 school year, the P2 was certified on June 23, 2000.

Please complete the enclosed form(s) and return to the Awards Unit, California Department of Education, as soon as possible but by no later than 5:00 P.M., February 1, 2001. It is imperative that we receive this information for all eligible schools by February 1, 2001. In order to calculate each employee bonus, we must know how many eligible FTE positions there are in the state. Pursuant to pending regulations, if certification is NOT received by February 1, 2001, neither the schools nor their employees will receive either the SEPB or the CSPIA.

The SEPB awards will be distributed on a FTE basis to all qualifying employees assigned to the school site for which the growth API was calculated. Staff who were employed at a school site part-time or for less than the full school year will have their awards pro-rated on a per FTE basis.

Enclosed you will find a summary form with the definitions needed to determine the number of FTE positions in each eligible school and a pre-printed table on which the district will summarize school and district FTE totals and certify accuracy with the appropriate signature. Please complete all forms and submit them to the CDE so that they are received no later than February 1, 2001. Based on all forms received by February 1, 2001, funds are estimated to be sent from the State Controller's office to county offices around March 15, 2001.

We recommend that you review the 1999-2000 staffing data submitted to the California Basic Educational Data System (CBEDS). While the CBEDS data may not be an exact match to the FTE eligible for awards, the numbers should be close and serve as a starting point for completing the enclosed form(s). To review the relevant CBEDS data, go to <http://data1.cde.ca.gov/dataquest>. From the "Subject" pull-down menu, choose "Select Your Own Data" and from the "Level" pull-down menu, choose "District." (Charter schools may choose "School.") On the next screen, choose the 1999-00 school year and type in your district's name. Check all four boxes under the staffing header and select the report titled "District Summary (with school data)."

You may also be interested to know about the status of the third API award program, the Governor's Performance Award (SB 1X). This award provides each eligible school funds based on the number of students enrolled on the first day of testing. These funds are to be for school wide use. The number and identity of the school(s) eligible for this award will be determined in December and funding is estimated to be distributed in late January or early February. The CDE is not planning to collect any new information from districts or schools in order to make the apportionment for this award.

For further information, please feel free to contact the Awards Unit at 916-657-3810 (phone), 916-657-4978 (fax), or AWARDS@cde.ca.gov.

